



Maine Library of Geographic Information

Conduct during Procurement

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Introduction

Under its statutory responsibility to "to set priorities and authorize the expenditure of state funds" consistent with the purposes of the Maine Library of Geographic Information Act, and its policy "to award projects or distribute funds in support of the development of products and services on a competitive basis," the Maine Library of Geographic Information Board (GeoLibrary) will need to develop procurement materials, discuss and approve content of Requests for Proposals (RFPs), convene vendor selection committees, and participate on selection committees of other agencies. This policy is intended to address GeoLibrary Board member conduct within the procurement process. Nothing in this policy is intended to override applicable state and federal laws related to procurement.

Policy

When the Board discusses any content and materials of a forthcoming Board or Board-supported solicitation, including all versions of the RFP documentation, any board members (i) having a direct or indirect financial interest in a proposal, or (ii) is affiliated with or representing an agency or enterprise which may bid on the solicitation or be part of a bid team will recuse themselves from all Board or selection committee discussion and voting, including exiting the room until discussions and voting are concluded. Other Board members will not share solicitation related materials or documents, or discuss any related Board or committee activity with such member(s).

If a board member has been involved in board or selection committee discussions and/or voted on a solicitation or any version of its procurement materials, including the RFP, the member cannot bid on the solicitation or assist an enterprise or agency in bidding on the solicitation.

Board minutes which include references to consideration of RFP materials may only generally refer to the discussion, since procurement details and RFP materials must be held confidential until execution of the related contract. Further, no Board member may provide any more details than are set forth in a written RFP to an outside party, and will refer such party to the appropriate contact or procurement officer. Board members will report any such contact to the GeoLibrary Chair.

All RFP materials released to the public for solicitation shall have an ineligibility clause included, referencing this policy document. This policy document shall be posted on the GeoLibrary's website.